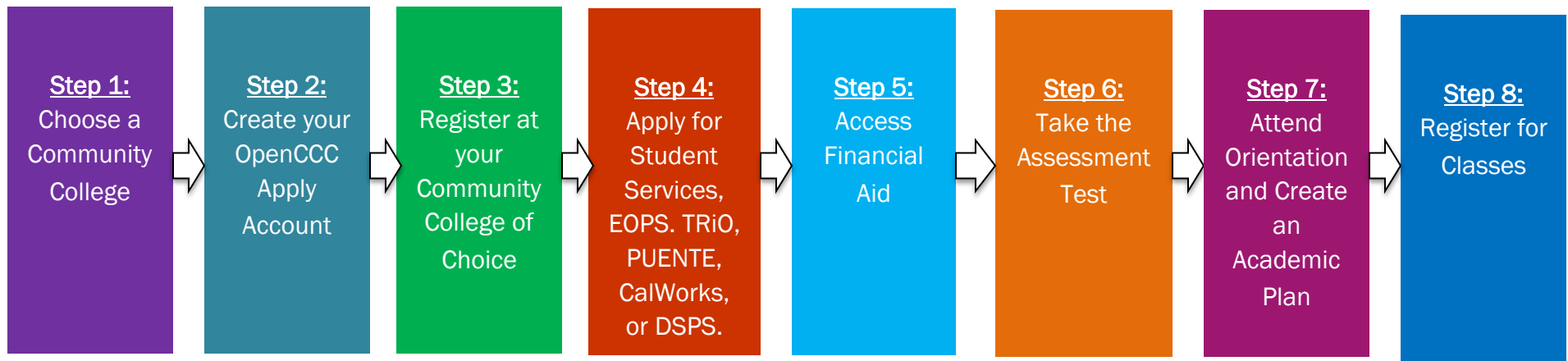


8 Steps for Community College Enrollment



Step 1—Choose a Community College

Any California resident can enroll in any community college. You can do this at any time, but we recommend a few steps to make sure you find the right college for your needs and interests.

How do I choose a Community College if I am not sure what I want to do?

- It is good to start by figuring out what career you'd like to get into. That will help you choose a college that has the right training program.
 - If you're not sure of what career you'd like to pursue, there are free online tools that can help you to find out.
- Examples of free online tools are:
 - California CareerZone: <https://www.cacareerzone.org/>
 - O*Net: <https://www.onetonline.org/>
- These tools are designed to help you explore Career Options—this exploration process will help with the decision of which Community College to choose.

Now that I have explored different career options, what else should I consider when choosing a Community College?

- The next step for choosing a Community College involves choosing a college that is in a convenient location and is easy & safe for you to get to. It is also important to make sure it has the right student support services & academic programs.
- These are all important to consider when deciding which college to attend.
 - **Location:** Choosing a school that is easy to get to is important. If the location is too far from your house, then it might be hard to make it to class. Do you have a car, will you need to take the bus, or is it close enough to walk or ride a bike?
 - **Academic Programs:** Does the community college have the program you are looking for? If you are still unsure of exactly what you want to do, does the community college have 2 or more options that you are interested in?
 - **Student Support Services:** Does the Community College have support for Foster Youth? Support for students who are Mothers? Support for book vouchers, food vouchers or bus passes, etc?

Step 2- Create your OpenCCC Apply Account

What do I need to complete the OpenCCC Apply application?

1. Your Social Security Number (if you do not have a social security number that is okay. There is an option that says you do not want to provide it)

What is OpenCCC?

- The OpenCCC Apply Account is the first of 2 required applications for Community College. This account allows students to attend multiple Community Colleges or transfer between Colleges. You might also hear this called the Community College Portal.

How do I create an OpenCCC Apply Account?

1. Go to the CCC Apply website at—
<https://home.cccapply.org/>
2. **You must have an email address to start the OpenCCCapply account.** If you do not have an email address, there are free email accounts on the OpenCCCapply website. *If you already have an email, then you can skip creating a new email all together.*
3. After you have created your new email, or decide to use one you already have, the next step is to “Begin Creating My Account”
 - After you “Begin Creating My Account”, there will be 3 pages of questions that must be filled out.
4. After all the questions to the application have been answered and the Community College has been selected, click on “Submit Application”.
 - Submitting the application is the last step in creating an OpenCCCApply Account.
5. After you submit your OpenCCCapply application, the website should automatically redirect you to the actual Community College Application.
 - If the webpage does not automatically redirect you to the Community College of Choice application, please see Step 3.
6. **Save ALL Login information and PIN for the OpenCCCApply Account, you will need it to register through the Community College Website.**

Step 3- Register at your Community College of Choice

Now that I created my OpenCCC Apply Account, how do I apply through the Community College Website?

- Once you have decided which community college you would like to attend, you can register online through the college's individual websites.
- For example: West Valley College
 - Go to their website at Westvalley.edu.
 - Hover over the "Admissions" tab and a drop down menu will appear. In the drop down menu you will see "Apply Now".
 - The "5 Easy Steps to Becoming a Student at West Valley College" will appear and then click "Apply Online".
 - After clicking "Apply Online", there will be an option that says "Online Application".
 - Scroll to the bottom of the page and "Begin Your Application" will appear.
 - Once you begin your application, **you will be required to sign into the OpenCCC portal.**
- Once you've completed the online application you are a registered student. Within 2-3 business days you will receive an email with your student ID number. **This student ID number means you are officially a student at whichever community college of choice.**
- All of the Community College websites are similar to the West Valley College registration process. The "Admissions" tab is where the "Apply Now" option will be located.

Step 4- Apply for Student Support Services

What do I need to apply for Student Support Services?

1. Your Student ID Number

What are Student Support Services and how do I access them?

- Before you do anything else, it is important to register for the student support services. These **services are free, and designed for students like you.**
 - These services offer you the ability to register for classes early, receive specialized academic counseling and one-on-one attention, and other supports that you might need to stay enrolled in college and complete your courses.
- Student Support Services are designed to help you with:
 - Academic counseling – support from a specialized counselor dedicated to you
 - Financial support – help accessing financial aid
 - Priority registration – early access to classes
 - Assessment exam registration – help getting into the placement test
 - Class registration – help choosing classes
 - Book Vouchers – money to help pay for books
 - Food Vouchers – money to get meals on campus
 - Child Care
 - Bus Passes
- The Student Support Services programs are:
 - EOPS/CARE
 - TRiO
 - Puente
 - Foster Care Programs
 - DSPS
 - CalWorks
- **How to access the Student Support Services?**
 - The Student Support Services are located in the Student Support Services building on every Community College Campus.
 - You can walk into the Student Support Service building and ask for an application to sign up for the different Support Programs on the spot.

Step 5 – Apply for Financial Aid

What do I need to apply for the 2018-2019 Financial Aid Application?

1. You will need your and your parents Social Security Number
2. For the **2018-2019 school year**, you need your and your parents 2016 tax returns (w2 or 1040 or 1040A forms)
3. ***If you are in the foster system or born before January 1st 1995, you may not need parent information***

What is FAFSA?

- FAFSA means Free Application for Federal Student Aid.
- Federal student aid (often this is just called financial aid) is money to help you go to college.
 - Usually, this means free money to help you cover the cost of college and can even help with living expenses.
- Once you complete the FAFSA, if eligible for Cal Grant you will receive information regarding the next steps in completing the Cal Grant application.
 - For more information on Cal Grant eligibility:
<http://www.csac.ca.gov/doc.asp?id=48>

How do I apply?

- The Financial Aid Application can be tricky. However, **when you enroll in EOPS, Trio, Puente, Foster Care Programs and DSPS, they will give you all the help necessary to fill out your FAFSA.**
- You can access the FAFSA through the FAFSA website – <https://fafsa.ed.gov/>
- **To complete the 2018-2019 FAFSA you will need:** Your Social Security number, your 2016 tax information, your parents 2016 tax information, and your parents social security numbers.
- **The BOG Fee Waiver** (*Board of Governors Fee Waiver*) is a separate application from the FAFSA. If you meet all requirements, the BOG Fee waiver will waive all tuition costs for school.
 - If you qualify for AB 540 status, you may be eligible for the BOG Fee Waiver.
- If you are **a non U.S citizen, The California Dream Act** is an application that is similar to the FAFSA. The Dream Act allows students who are AB 540 eligible to receive state financial aid at California public and private colleges. Link: <https://dream.csac.ca.gov/>.

- For Questions about the Dream Act application and AB 540 eligibility, please see:
http://www.csac.ca.gov/pubs/forms/grnt_frm/california_dream_act_faq.pdf
- **If you are a Foster Youth**, on your FAFSA application you will be asked if you have ever been involved in foster care, make sure you mark YES (if you lived in a group home for a week, you can still mark YES). You are eligible for the **CHAFEE Grant**.
- FAFSA and Dream Act is open year round, HOWEVER **March 2nd or September 2nd is the latest deadline if you are hoping to be eligible for the Cal Grant.**

Step 6 – Take the Assessment Test

What do I need to take the Assessment Test?

1. Your Student ID number
2. Your Photo ID

What is the Assessment Test – why do I need to take this test and how do I register?

- I. The purpose of the assessment test is to see where you are academically. **It is NOT a pass-fail test and does not exclude you from admission to the Community Colleges.**
 - o The assessment test helps the college to understand your ability level and match you with the appropriate class level.
- II. Students can now bring in their transcripts as a second reference for being placed in classes. This is called **Multiple Measures**.
 - o If a student scores low on the English portion of the assessment test, but has all As and Bs in English on his/her transcripts, then the counselors can put the student in a higher English class—this also goes for the math and reading portion of the assessment test.
 - o With Multiple Measures, counselors are using both transcripts and the assessment test to determine the appropriate classes for students.
- III. **How to register for the Assessment Test?**
 - o You **MUST have your student ID number & a photo ID** to register for the assessment exam.
 - o To schedule the assessment test, you can **either call or register online** through the Community College Website
 - Some colleges offer walk-in hours. You can find their assessment calendar on their websites.
 - o Student Support Services can also help you with the Assessment Test registration.

Step 7- Attend Orientation and Create an Academic Plan with a Counselor

What do I need to attend Orientation?

1. Student ID number
2. Photo ID

What is orientation?

- All students must attend an orientation in order to register for classes.
- Orientation is designed to help students become familiar with the College Campus, meet new incoming students, and become familiar with the available student support services
 - Orientation can be taken online and runs for about 2 hours
 - Orientation can also be attended in person and runs for about 2 hours

What is an Academic Plan?

- Once you take the assessment exam and receive your scores, you are now able to create your Academic Plan.
 - **All students are required to see a counselor to create an academic plan.**
 - Students should have an Academic Plan in order to register for classes.
- Counselors are available within each Student Support Service program to help with your Academic Plan.
- **It is important for you to see a counselor prior to class registration.** The counselor will help you to create an Academic Plan that will map out exactly what classes to take according to your major and GE requirements.
 - This plan will keep you on track for graduation.
 - This academic plan is designed to map out the exact set of classes you need to achieve your goals during the 2 or 3 years you will be at the community college.
 - The academic plans have every class you are responsible for taking and what semester to take those classes.
- You are **HIGHLY advised** to see a counselor at least once every semester to go over the academic plan.
- Once you have your academic plan set, it is time to register for classes!

Step 8 – Register for Classes

What do I need to register for classes?

1. Student ID number

How do I register for classes?

- After you received your student ID number, completed orientation, taken the assessment test, met with a counselor, and created your academic plan, it is now time for class registration.
 - You can register for classes through the Community College Portals.
 - Examples:
 - The West Valley and Mission College Portal is called “My West Valley-Mission Portal”
 - De Anza and Mission College, their Portals are called “My Portal”
 - Evergreen and San Jose City College, their Portals are called “My Web”
1. Once you have logged into your Community College’s Portal. There will be an option that says “Register for Classes”.
 2. Click on “Register for Classes” and **you will see your registration dates and times**. There are set dates when you are eligible to register for classes.
 3. Once you are able to register for classes, the last step is to search for the appropriate classes.
 - a. For Example:
 - i. If you want to register for English 1A, you would search “English 1A” and a list of different classes will appear.
 - ii. There are multiple times when you can take a class. This is a perk of being in college– you can schedule your classes for anytime you want.
 - iii. If you are not a morning person, you can schedule your earliest class starting at 12pm, or as late as 6pm.
 4. The schools portals are where you will be able to register for classes, check grades, request transcripts, and check financial aid applications.